

SALES REPRESENTATIVES

Instruction A Auto Travel

Between Jobs or Job Locations (mi)

Client Meetings (mi)

Continuing Education (mi)

Job Seeking (mi)

Out of Town Business Trips (mi)

Purchasing Job Supplies & Materials (mi)

Professional Society Meetings (mi)

Parking Fees (\$)

Tolls (\$)

Other: _____

Instruction B Travel - Out Of Town

Airfare

Car Rental

Parking

Taxi

Train

Bus & Subway

Lodging (do not combine with meals)

Meals (do not combine with lodging)

Porter, Bell Captain

Laundry

Bridge & Highway Tolls

Telephone

Other: _____

Instruction C Continuing Education

Correspondence Course Fees

Course Registration

Materials & Supplies

Photocopy Expense

Reference Material

Seminar Fees

Textbooks

Other: _____

Instruction D Equipment Purchases

Answering Machine

Calculator

Copy Machine

FAX Machine

Pager

Telephone

Other: _____

Instruction E Supplies & Expenses

Advertising

Bank Charges

Bookkeeping

Business Meals (Enter 100% of expense)

Business Cards

Clerical Service

Computer Software

Computer Supplies

Customer Lists

Entertainment (Enter 100% of expense)

Equipment Repair

FAX Supplies

Gifts

Greeting Cards

Legal & Professional Services

Office Expenses

Photocopy Expense

Postage

Rent

Shipping

Trade Publications & Map Book

Other: _____

Instruction F Telephone Expenses

Cellular Calls

FAX Transmissions

Paging Service

Pay Phone

Toll Calls

Other: _____

Instruction G Professional Fees & Dues

Association Dues

License

Union Dues

Other: _____

Instruction H Miscellaneous Expenses

Liability Insurance - Business

Subscriptions

Professional Subscriptions

Resumé

Other: _____